

# PHASE Nepal

## FIELD OFFICER - MADHESH PROVINCE

*Project period: September 2026 – December 2027*

### Project Background

Project: Strengthening Community Health Systems for Respectful, Equitable and Accountable Maternal, Newborn, Child Health and Nutrition Services

PHASE Nepal is implementing the project “Strengthening Community Health Systems for Respectful, Equitable and Accountable Maternal, Newborn, Child Health and Nutrition Services” in partnership with UNICEF Nepal. PHASE Nepal will directly implement the project in Karnali Province and provide technical and financial oversight to the Dalit Ethnic Upliftment Center (DEUC), Bara for implementation in Madhesh Province. Field staff in both provinces will be engaged by PHASE Nepal and will work in close coordination with DEUC in Madhesh.

The project aims to strengthen the quality, equity and accountability of maternal, newborn, child health and nutrition (MNCHN) services by promoting respectful care, strengthening health worker and FCHV capacity, integrating the Maternal and Child Health (MCH) Handbook into routine antenatal care and counselling, strengthening community engagement and dialogue, and using health facility and community scorecards to identify gaps and support service improvements.

The project will be implemented in six municipalities: Bheri Municipality, Sani Bheri Rural Municipality and Birendranagar Municipality in Karnali Province, and Hanumannagar Kankalini Municipality, Kolhabi Municipality and Birgunj Metropolitan City in Madhesh Province. The project will particularly focus on pregnant and postnatal women, mothers and children, adolescents, and underserved and marginalized communities, with emphasis on improving access to respectful, equitable and accountable MNCHN services.

### Position Details

|                            |                                                                                                                                                                                                           |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position</b>            | Field Officer                                                                                                                                                                                             |
| <b>Number of positions</b> | 3 - One position each for Hanumannagar Kankalini Municipality, Kolhabi Municipality and Birgunj Metropolitan City in Madhesh Province. Applicants should indicate the municipality they are applying for. |
| <b>Supervisor</b>          | Field Coordinator                                                                                                                                                                                         |
| <b>Location</b>            | One position in each target municipality: Hanumannagar Kankalini Municipality, Kolhabi Municipality and Birgunj Metropolitan City                                                                         |
| <b>Engagement</b>          | 14 months, full-time                                                                                                                                                                                      |
|                            |                                                                                                                                                                                                           |

## Key Responsibilities and Qualifications

### Position Summary

Serve as the primary municipal-level implementation staff member in Madhesh Province, supporting delivery of respectful care, MCH Handbook, community dialogue and health facility scorecard activities in close coordination with municipal health sections, health facilities, HFOMCs, FCHVs and communities.

### Respectful Care

- Conduct follow-up visits to supported health facilities and provide mentoring and supportive supervision to health workers as assigned.
- Use agreed observation or follow-up tools and document implementation gaps, good practices and actions.
- Support follow-up of respectful-care orientation and application of agreed practices at facility level.
- Support confidential client exit interviews and facility observations at selected high-caseload health facilities, following ethical and confidentiality requirements.

## **MCH Handbook**

- Support distribution and routine use of the MCH Handbook through health facilities and community-level engagement.
- Support counselling and communication with pregnant women, postpartum mothers and family decision-makers on birth preparedness, danger signs, newborn care and continuity of care.
- Follow up on implementation gaps related to handbook availability, completion, retention and use.

## **Community Dialogue and Engagement**

- Facilitate community dialogues in selected communities and document community perspectives, barriers and priorities.
- Engage FCHVs, mothers' groups, community leaders, family decision-makers and other relevant community actors.
- Ensure sessions are inclusive, culturally appropriate, gender-responsive and accessible to underserved groups, including adolescent mothers, persons with disabilities, and Dalit, Janajati and Madhesi communities.

## **Health Facility Scorecard**

- Support community consultations, facility/provider self-assessments, scorecard processes, interface meetings and facility improvement planning as assigned.
- Document community feedback, agreed actions, responsible persons and follow-up status.

## **FCHV Support and Mobilization**

- Work closely with FCHVs to strengthen community follow-up, home visits, health promotion and referral coordination.
- Support FCHV orientation, mentoring and follow-up on respectful care, MCH Handbook use and community engagement.

## **Municipal Coordination and Reporting**

- Coordinate with municipal health sections, HFOMCs and health facilities for timely implementation of approved activities.
- Support alignment of activities with municipal plans, review mechanisms and agreed actions.
- Support municipal focal persons in the co-creation, contextualization and application of the municipal guide, and in linking agreed actions to municipal plans and budgets.
- Track municipal-level activities and submit timely documentation and updates to the Field Coordinator.

## **Monitoring and Documentation**

- Maintain accurate activity records, participant documentation and field notes.
- Support collection of monitoring information and field evidence as required.
- Document good practices, challenges, community feedback and lessons learned for programme learning.

## **Safeguarding and Accountability**

- Follow PSEA, safeguarding, confidentiality, data protection, ethical and GESI requirements.
- Support safe and appropriate referral or escalation of concerns identified during community and facility engagement.

## **Qualifications and Experience**

### **Education:**

- Bachelor of Public Health (BPH) or Bachelor of Science in Nursing (BSc Nursing) – essential.

### **Experience:**

- Minimum 3 years of experience in community health programme implementation.

- Experience in MNCHN programmes is essential.
- Experience working in Madhesh Province is preferred.
- Experience working with municipalities, health facilities, FCHVs and communities is preferred.

#### **Skills:**

- Strong facilitation and communication skills.
- Ability to work effectively with communities, health workers and local government.
- Good documentation and reporting skills.
- Fluency in Nepali; working knowledge of the local language of the municipality (such as Maithili, Bhojpuri or Bajjika) is strongly preferred.
- Ability and willingness to undertake frequent field travel.

#### **General Expectations for All Positions**

- Work in accordance with PHASE Nepal policies
- Comply with the PHASE Nepal Code of Conduct, PSEA, safeguarding, GESI, confidentiality, data protection and ethical requirements.
- Maintain professional conduct and respectful engagement with programme participants, government stakeholders, health workers, FCHVs and communities.
- Carry out other reasonable responsibilities related to the position and programme objectives as assigned by the supervisor.